





National
Aeronautics and
Space
Administration

Changes to the Alphabetical Section of the Headquarters Telephone Directory

INSTRUCTIONS

Each employee shall be responsible for notifying the Headquarters Information Technology and Communications Division of any changes to his or her listing in the Alphabetical Section of the Headquarters Telephone Directory.

Complete this form and send it through internal mail to, Headquarters Information Technology and Communications Division; or send an e-mail to: update@hq.nasa.gov

ACTION (Check one) 				<input type="checkbox"/> ADD (New employee)		<input type="checkbox"/> DELETE (Departing employee)		<input type="checkbox"/> CHANGE IN DIRECTORY LISTING	
NAME (Last, First, Middle initial)				PROFESSIONAL TITLE (MD, DR, or <u>active</u> military title only)				BLDG. AND ROOM NO.	
FORMER NAME				COMMON NAME/NICKNAME					
TELEPHONE		SUITE		FAX NUMBER		E-MAIL ADDRESS			
ON-SITE CONTRACTOR <input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF COMPANY (If YES)		<input type="checkbox"/> DETAILED TO NASA HQ FROM THE FOLLOWING NASA CENTER OR OTHER ORGANIZATION: _____					
SUBMITTED BY 		SIGNATURE						DATE	

NHQ FORM 4 MAY 05 PREVIOUS EDITIONS ARE OBSOLETE.